

CHARTER
OFFICE OF RESEARCH AND DEVELOPMENT
CAREER SERVICE PANEL

1. GENERAL

This notice outlines the organization and general responsibilities of the Office of Research and Development Career Service Panel.

2. ORGANIZATION

a. The ORD Career Service Panel will consist of the following members:

- (1) Ex Officio Member
Director (non-voting)
- (2) Chairman
Deputy Director/ORD (voting)
- (3) Permanent Members
Division Chiefs (voting)
Such other personnel as appointed
by the D/ORD (voting)
- (4) Deputy Division Chiefs will serve
in a rotating membership position
for 3 months duration each. (voting)
Two Deputy Chiefs will serve
simultaneously. For promotion
actions, no more than one vote per
division will be allowed.
- (5) Executive Secretary
Administrative Officer (non-voting)
- (6) Recording Secretary (non-voting)

b. Meetings will be held on the first Monday of each month and at the call of the Chairman. A simple majority of the permanent members will constitute a quorum. The Chairman will designate a member to serve in his absence.

c. The minutes of the CSP meetings will be recorded and distributed "Eyes Only" to CSP permanent members. A summary of the CSP activities will be disseminated every six months to all Office personnel.

3. RESPONSIBILITY

It will be the responsibility of the ORD Career Service Panel to advise the Director of Research and Development on career management matters, to monitor the application and functions of the CIA personnel program as it applies to personnel with "R" Career Designations, and to advise the Director on actions for other than "R" Career Service personnel. Some of these responsibilities and duties may be delegated to subpanels or committees by the CSP.

4. FUNCTIONS

a. The ORD Career Service Panel will develop and monitor a career management program for all personnel of the Office and advise the D/ORD in the following matters:

(1) Implementation of Agency and S&T Career Service Board personnel programs;

(2) The policies and procedures for office career development, position assignment, promotion and training.

(3) Other duties as directed by D/ORD.

b. The ORD Career Service Panel will conduct a competitive evaluation and rate all personnel through grade 14, as required.

c. The ORD Career Service Panel will review and make recommendations to the D/ORD in the following areas. (All recommendations will be a matter of consensus by vote. Voting will be by a show of hands, or by proxy in writing that has been submitted to the Chairman, CSP/ORD, prior to the meeting.)

- (1) Selection of individuals for Career Employee status;
- (2) Requests for promotion to grades through 15 in accordance with
- (3) Requests for all external training in excess of two weeks and costing \$500 or more;
- (4) Requests for internal training of more than 160 hours;
- (5) Recommendations regarding honorary, merit, and QSI awards.
- (6) Recommendations regarding marginal professional employees.

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Date _____

Director of Research and Development